



Samsung IP Handset User Guide

Making an Outside Call

Dial 9 and the number.

Transferring a Call

Press TRANSFER button followed by the extension number or pre programmed button.

Retrieving a Transferred Call

Press Call or TRANSFER again.

To Hold a Call

Press HOLD button once.

Press Call Or Line to retrieve call.

To Set Personal Voicemail Greeting

Press MESSAGE and select option 1 VOICEMAIL by pressing centre of navigation button. Or press VMMSG button.

Dial password (default password 2308) and then dial 57. Follow the prompts.

Press # to save your message.

To Retrieve Personal Voicemail Messages

Press MESSAGE and select option 1 VOICEMAIL by pressing centre of navigation button. Or press VMMSG button and dial password (default password 2308).

To Set Group Voicemail Greeting

Press VGMSG button and dial password (default password 2308).

Dial 57 and follow the prompts.

Press # to save your message.

To Retrieve Group Message

Press VGMSG button and enter password (default password 2308).

To Retrieve Voicemail Remotely

Call your Direct Dial Number.

When answered dial # followed by your password (default password 2308).

Follow voice prompts.

Call Pick Up

Dial 28.

Phonebook Entry

Press PHONEBOOK, NEW (soft button) and enter name and number followed by SAVE (soft button).

Conference Calls

Whilst on a call press CONFERENCE followed by extension or line number required.

Press CONFERENCE twice for called party to join.

To Access Directory

Press Directory or DIR button, chose FUNC option (soft Button) scroll to SYSTEM DIR using navigation button.

Follow instructions.

To Change Phone Settings

Press MENU (soft button) and choose option 6 PHONE. Choose option to suit.

Call Log

Either press LOG (soft button) or MENU (soft button) and select option 2 CALL LOG by pressing centre of navigation button.

To Schedule a Reminder

Press Service button and select option 1 SCHEDULER by pressing centre of navigation button.

Press NEW soft button.

Enter the text required and press NEXT (soft button) and enter time and date and press SAVE (soft button).

Feature Codes

Do Not Disturb	Turn navigation Dial to the right. Turn navigation Dial back to centre to cancel.
All Calls Forward	Turn navigation button to the left, select EDIT (soft button) enter number and press SAVE (soft button) Turn navigation button back to centre to cancel
Mute	Press MUTE button Press MUTE button to cancel
Volume	Press + VOLUME to increase volume on ringing, handset and speaker Press - VOLUME to decrease volume on ringing, handset and speaker
Headset	Press HEADSET (button will light up) to set headset working Press HEADSET (button back to idle position) to set Handset working